

**Event Notification Form: Residential**

This letter is to inform you of a Special Event that will have an effect on your street and place of residence. This Special Event is being granted a permit and will be a community-wide function. We would also like to invite you to take part in the event. Please see the below for the event details.

**Event Details:**

Event Day/s: \_\_\_\_\_

Event Hours: \_\_\_\_\_

**Event Description:**\_\_\_\_\_  
\_\_\_\_\_**Street Closures involved with Event:**

A) Street: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Times: Initially Closed: \_\_\_\_\_ Opened Back Up: \_\_\_\_\_

B) Street: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Times: Initially Closed: \_\_\_\_\_ Opened Back Up: \_\_\_\_\_

C) Street: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Times: Initially Closed: \_\_\_\_\_ Opened Back Up: \_\_\_\_\_

**Parking Areas involved with Event:**Will On-Street Parking be affected? ☐ Yes ☐ No

Planned Parking Areas:

Patrons Attending Event: \_\_\_\_\_

Workers/Vendors for Event: \_\_\_\_\_

**Event Producer Contact Information:** Please contact event producer with problems or concerns.

Name: \_\_\_\_\_ On-Site Contact Number: \_\_\_\_\_

Event Website: \_\_\_\_\_